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RULES AND REGULATIONS

FOR

OFFICERS & SUPERINTENDENT

New York
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OF

Mount Sinai Hosptial

March 1869.

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RULES AND REGULATIONS

FOR THE

Attending Physicians' and Surgeons

OF THE MOUNT SINAI HOSPITAL.

1. The attending Physicians shall make such arrangements among themselves, that the Hospital may be attended in the manner hereinafter directed.

2. The attending Physician on duty shall visit every medical patient in the Hospital at least once every day.

3. He shall cause to be recorded in a book appropriated thereto, all prescriptions for the patients under his care; he shall enquire if his orders and directions have been properly attended to.

4. He shall keep a daily record of his visits to the Hospital in a book kept for that purpose.

5. He shall have power to remove any patient from one ward into another, if in his judgment it seems essential, either for the comfort of the patient or for the safety of the other occupants of the ward, and shall likewise have power to discharge at once patients showing signs and symptoms of contagious diseases.

6. He shall request a consultation with one or more of the attending Physicians, in every case he may deem it necessary.

7. He shall notify the House Physician when patients are in a proper condition to leave the Hospital.

8. If any Physician shall be prevented from attending, he shall procure one of the other Physicians belonging to the Hospital to attend in his stead.

9. At the expiration of each attending Physician's term of duty, he shall report in writing to the Board of Directors, all cases which have been treated by him, and such other matters as he may deem necessary to the welfare and interest of the Hospital.

RULES AND REGULATIONS

FOR THE

HOUSE PHYSICIAN AND SURGEON OF THE MOUNT SINAI HOSPITAL.

The House Physician and Surgeon shall be combined in one person, who shall reside in the Hospital. He shall be a graduate, and elected by the Board of Directors, on the recommendation of the Medical Board of the Hospital, certifying, that he has passed an examination, and believe he possesses skill and ability to execute the office of House Physician and Surgeon. He shall hold his office for the term of one year, and on his acceptance of the appointment shall sign the following obligation:

"This is to certify, that I, A. B., having been appointed to the office of House Physician and Surgeon of the Mount Sinai Hospital in New York, have carefully read the By-Laws and Regulations which prescribe the duties of said office, and do pledge myself to their faithful performance for the full term specified."

It shall be the duty of the House Physician and Surgeon to examine all patients requiring admission, as to the nature of the disease, and report the same to the Executive Committee or President, before their admission, excepting in cases of accidents, or emergency not proper to be postponed, when he shall have the right of admitting the applicant.

It shall be his duty to visit each patient in the Hospital at least twice daily, and oftener if necessary, and shall keep an accurate and detailed history of the disease, treatment and result of each and every case admitted in the Hospital, in a book provided for that purpose.

It shall be his duty to report to the Executive Committee at their meeting, 1st, All who have made application for admission since the previous meeting. 2nd, All who have been admitted. 3rd, All who have been refused admission. 4th, All who have been discharged, or left of their own accord. 5th, All who may have died.

On the admission of every patient, the House Physician shall decide in accordance with the regulations of the Medical Staff of the Hospital, as to the case being medical or surgical—if the former, he shall notify the attending Physician, and if the latter, the attending Surgeon, of their admission.

He shall record in a book appropriated therefor, all prescriptions for the patients as directed by the attending Physician and attending Surgeon.

It shall be his duty to make and compound all medicines, and put up all prescriptions ordered by the attending Physician or visiting Surgeon, and in their absence, himself prescribe, should the condition of any patient require it, giving a report thereof to the respective Physician or Surgeon at his next visit.

It shall be his duty to keep in a book provided for that purpose, all applications for admission, with name, age, sex, occupation, nativity, and disease, of each and every applicant; and also a register, in a

book appropriated thereto, of all patients admitted, recording the name, age, sex, occupation, civil condition, nativity, date of admission, disease, date of discharge, result of treatment, and in order to enforce discipline and render the accurate keeping of the register and other books possible, no patient shall leave the Hospital without the knowledge of the House Physician, whose signature of discharge shall be necessary, and presented to the Superintendent, to allow the person to leave, excepting by order of the President, Acting President or Executive Committee.

He shall also keep a record of all out door patients, who derive advice, or medical, or surgical aid from the Hospital.

It shall be his duty to make all requisitions for medicines, surgical or medical apparatus, to the President or Executive Committee, have charge of all property belonging to the medical and surgical departments of the Institution, and shall not allow them to be used out of the House. He shall also, upon giving up his charge, or whenever required by the President or Executive Committee, furnish a complete and faithful inventory of all medical and surgical instruments and apparatus in possession of the Hospital.

He shall see that everything used in the apothecary department shall be, as far as practicable, prepared in the House.

The House Physician and Surgeon shall not absent himself for more than two hours a day from the Hospital, nor during the absence of the Superintendent, without special permission from the President, nor leave the Hospital before he has made the morning round with the attending Physician, and reported to him the condition of the patients since his last visit, and shall always be in attendance at the Hospital at the hour designated for the visit of the attending Surgeon.

It shall be the duty of the House Physician, finally, to report every act of insubordination, or dereliction of duty, on the part of nurses, etc., and see that strict discipline and order, in the management and arrangement of the House are enforced.

At the end of every month, he shall make a monthly report of all admissions, discharges, and deaths, during the month; and, at the expiration of a twelve-month, shall present an annual report of the operations of the Hospital.

For the faithful performance of the above duties, the House Physician and Surgeon shall receive a yearly compensation, payable quarterly.

He shall see that the outer Gates and Doors are Locked every evening, as directed by the Executive Committee.

On the application of any Patient, he shall cause the applicant to be examined by the ^{President} ~~House~~ Physician and Surgeon, as to the nature of the disease, and, if his decision is not contrary to the Laws, the applicant shall be admitted, subject, however, to the approval of the Executive Committee.

No Consulting Physician or Attending Surgeon shall order the admission of any Patient (unless in cases of emergency), without first having the approval of the Executive Committee. *admitted*

He shall receive, for safe keeping, any monies belonging to Patients admitted into the ~~House~~ ^{House}, and give a receipt therefor, and register the same in a book kept for that purpose. — *which Book shall*

He shall visit every Ward at least twice a-day, and oftener, if necessary.

He shall, previous to retiring for the night, visit every Ward, and see that the Nurses are at their post, the Patients properly attended to, the lights and fires in proper condition. Should any case require his special attendance, he shall visit them during the night, and observe their condition and situation.

He shall not leave the Hospital during the absence of the ^{resident} ~~House Surgeon and~~ Physician, nor shall he absent himself, at any time, longer than three hours without permission from the President.

He shall see that the Hospital is properly warmed and ventilated, and give particular attention to its cleanliness. *and disinfected*

He shall have power to engage and discharge all the Nurses and Servants employed in and about the Hospital, subject to such orders as the Executive Committee shall think proper to give, and it shall be his duty to discharge all those guilty of Profane Swearing, Drunkenness, bringing Spirituous Liquors clandestinely into the Hospital, or other gross misconduct; nor shall any Nurse leave the Hospital without his permission; and he shall report his proceedings on all these subjects to the Executive Committee without delay.

He shall have the power to give an additional increase of one dollar per month to the Nurses, if the Executive Committee are satisfied of the cleanliness of the Wards in their absence.

He shall not permit any person whatever, excepting such of the Officers and Servants of the Hospital enumerated in these regulations as are entitled thereto, and the members of his own family, to take their meals or sleep in the Hospital, or occupy any part of the premises, without express permission of the Executive Committee—~~entered upon their Minutes~~—or of the Board of Directors; and he shall submit to the Monthly Meeting of the Board of Directors, a census of all persons employed in or upon the premises, their rate of ^{Salary} wages, and of all persons whatsoever residing in the building.

He shall take particular care that no Wines or Spirits are used in the Hospital, except by direction of the Physicians or Surgeons for the use of the Patients.

Executive Committee

When any Patient is dangerously ill, he shall inquire whether he is desirous to converse with any religious person, and, if so, shall invite the person desired by the Patient to attend; and, while such person is present, he shall see that the other Patients in the ward behave with decorum.

When a Patient is discharged, he shall cause the name to be entered in the book provided for that purpose, mentioning the Patient as cured, relieved, incurable, eloped, or disorderly, or such other cause, with the date of such discharge.

On the decease of a Patient, he shall immediately notify the President, and cause the name and time of the decease of such person to be entered in the Register, the body to be at the disposal of the friends of the deceased for interment. He shall see that all persons are buried properly, in the Plots of the Hospital, unless otherwise directed by the President. No *post mortem* examination shall be made without the consent of the friends of the deceased, unless in case of legal necessity.

When a Patient dies, leaving clothes, or other articles of value, the Superintendent shall report the same to the Executive Committee, who shall make a minute of such report in their books, and give him the necessary directions.

If any Officers or persons employed in the Hospital shall use Profane Language, disregard the By-Laws and Regulations, or otherwise misbehave, it shall be the duty of the Superintendent to report the offenders, in writing to the Executive Committee.